

## How to Submit Proposed Documents in Pima County

### Submitting a Proposed Document as a main/lead document

Allowed formats: docx, odt

1. The option to file a proposed order or judgment is only available if you selected 'Yes' to the 'First Appearance Fee' question in 'Section 1: Getting Started.'

The screenshot shows the 'First Appearance Fee' section of the filing process. At the top, a progress bar indicates the steps: Change, Section 1 (Getting Started), Section 2 (Filer Information), Section 3 (Action Information), Section 4 (Preview & Print), and Complete. The 'First Appearance Fee' section is currently active. On the left, a sidebar lists the sections: Introduction, Your Case Information, and First Appearance Fee. The main content area asks, 'Have you previously paid your appearance fee? \*' with three radio button options: Yes (selected), No, and N/A.

2. In 'Section 3: Action Information', on the 'Main Document – Select' screen, select the box next to 'Order.'

The screenshot shows the 'Main Document - Select' screen in Section 3. The progress bar at the top shows Section 3 (Action Information) as the current step. The main content area instructs the user to 'Check one main document type and select the document below.' A note states: 'Note: If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).' The 'ORDER' option is selected with a checked checkbox. Below it is a dropdown menu labeled '- select document -'.

3. If filing a proposed order, select 'Proposed Order' from the drop-down menu.

The screenshot shows the 'Main Document - Select' screen with the 'ORDER' checkbox selected. Below the 'ORDER' checkbox, there is a dropdown menu. The dropdown menu is open, showing two options: 'Proposed Order' and 'Special Master Order'. The 'Proposed Order' option is highlighted with a red box.

4. If filing a proposed judgment, select 'Proposed Judgment' from the drop-down menu.

**Main Document - Select**  
Check one main document type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

☒ **JUDGMENT**  
\* - select document -  
- select document -  
Stipulation for Judgment and Order  
Satisfaction of Judgment  
**Proposed Judgment**

☐ **JURY**  
\* - select document -

☐ **MISCELLANEOUS**  
\* - select document -

5. If filing a proposed notice of hearing, select 'Proposed Notice of Hearing' from the drop-down menu.

**Main Document - Select**  
Check one main document type and select the document below.

**Note:** If your specific document type is not available in the drop down box, select the general description of your document (for example, Motion).

☐ **JURY**  
\* - select document -  
Notice of Appearance  
Notice of Bankruptcy  
Notice of Removal to Federal Court

☐ **MISCELLANEOUS**  
\* - select document -  
Notice of Dismissal  
Notice of Filing  
Notice of Non-Party at Fault

☐ **MEMORANDUM**  
\* - select document -  
Notice of Settlement  
Notice of Withdrawal with Consent

☐ **MOTION**  
\* - select document -  
Notice Change of Law Firm or Attorney Address  
Notice of Entry of Judgment  
Notice of Lodging

☒ **NOTICE**  
**Proposed Notice of Hearing**

6. Attach your document on the 'Review and Prepare Your Documents' screen. Click on the 'Attach' link next to 'Proposed Order' under the 'Attach Your Documents' section.

**eFile and eServe**  
☐ **File Electronically**

**Pima Filing Fees**  
No Court/Agency Fees required.  
**Your Fees**  
Provider Fee \$ 3.80

**Form Set #** 5445654  
**Keyword/Matter #**  
**Filing Type** General Civil  
**Customer Name** Danielle M Gross  
**Created on** 02/22/2021 8:43 AM MST

**Case #** C20204097  
**Status** Completed  
**Location** Pima - Superior Court  
**Customer Email** sdallton@courts.az.gov  
**Modified on** 02/22/2021 8:58 AM MST

**Review and Prepare Your Documents.**  
[Review / Edit Your Answers](#) [Next](#)

**Attach Your Documents** [info](#)

Attach your main document here. Attach supporting documents (i.e., exhibits) with your main document. Proposed orders must be attached separately. If the only document to be attached is a proposed order, it should be attached as the main document. The proposed order and supporting documents will not be file stamped.

This site accepts the following file types as attachments: Adobe Acrobat Portable Document Format (.PDF), Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT).

To create Adobe PDF documents you must use applications that include built-in PDF capabilities--such as Office applications. You can also convert your file into Adobe PDF document using Create Adobe PDF Online, available at <http://icreatepdf.adobe.com>.

IMPORTANT: Pima County restricts the Document Title/Description to 100 characters.

**Proposed Order\***  
Proposed orders may be attached using the following file types: DOCX (Microsoft Word 2007 and later versions) and ODT (OpenDocument).

[Attach](#) [View](#) [Remove](#)

**Attach Main Document**

Attach PROPOSED ORDERS, PROPOSED JUDGMENTS, and PROPOSED NOTICE OF HEARING HERE: Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.DOCX) and OpenDocument word processing documents (.ODT). Do NOT attach proposed orders in Adobe Acrobat Portable Document Format (.PDF) for

---

Allowed attachment extensions: docx,odt

Document Type Proposed Order

Title/Description \*

Attach Main Document Choose File No file chosen

Save

- A. Enter the document title without special characters. Note that the document title/description is limited to 100 characters.
- B. Press the 'Browse' button. A pop-up window will open. Select your saved file from the 'Choose File to Upload' dialog box and press the 'Open' button. You can upload any single file up to 10MB. Proposed orders/judgments may be submitted in Microsoft Word 2007 and later versions (.docx) and OpenDocument word processing documents (.odt).
- C. Press the 'Save' button. Depending on the size of your file, this attachment process could take several minutes. When the attachment process is completed, this 'Attach Document' window will automatically close.